

How to compose an email



EMAIL

COMPOSE

First, you must click on "compose". If the word compose is not on your screen, your email might use the little notebook with a pen or pencil to compose an email.

Next, you must enter the recipient's name, and the subject of the email that you are sending. You can also add Cc or Bcc; they are used if you need extra room for a long list of recipients.

To

Add Cc Add Bcc

Subject

Attach a file Insert: Invitation

Add Cc Add Bcc

Now, you write your email, be sure to use correct spelling and punctuation. Most emails should allow you to change the font size, font type, bold, italics, underline, and even the color of the letters. Other emails also allow you to insert a picture and some even provide premade emoticons!



Hey! Just reminding you of the party next Tuesday!

